DOCUMENT RESUME

ED 337 594 CE 059 081

TITLE The Apprenticeship Book.
INSTITUTION Ontario Ministry of Skills Development, Toronto.
PUB DATE Jul 91
NOTE 24p.
PUB TYPE Guides - Non-Classroom Use (055)

EDRS PRICE MF01/PC01 Plus Postage.
DESCRIPTORS Access to Education; *Apprenticeships; Developed Nations; *Employer Employee Relationship; Entry Workers; Foreign Countries; *Guidelines; *Industrial Training; Nontraditional Occupations; Postsecondary Education; Secondary Education; *Skilled Occupations; Skilled Workers; *Trade and Industrial Education; Vocational Education; Womens Education
IDENTIFIERS *Ontario

ABSTRACT

This booklet presents an overview of apprenticeship in Ontario. Its seven short sections cover the following: (1) a quick reference to apprenticeship (a chart of the 45 apprenticeable occupations listed in the booklet, with the requirements for each and a short work description; (2) information for prospective apprentices on apprenticeship, choosing an occupation, finding an employer, earning while learning, special circumstances, the benefits of apprenticeship, apprenticeship for women, and the benefits of a career in a skilled occupation; (3) information for employers on paying apprentices, collective agreements, finding an apprentice, women apprentices, special circumstances, and setting up an apprenticeship program; (4) general information on entrance requirements, length of apprenticeships, registration of apprentices, and regulated and employer-specific occupations; (5) special programs--the apprentice tool fund, the school workplace apprenticeship program, trades updating, and women's access to apprenticeship projects; (6) a list of apprenticeable occupations with requirements for each program, duties and skills, and related occupations; and (7) a list of apprenticeship and client services offices. (KC)

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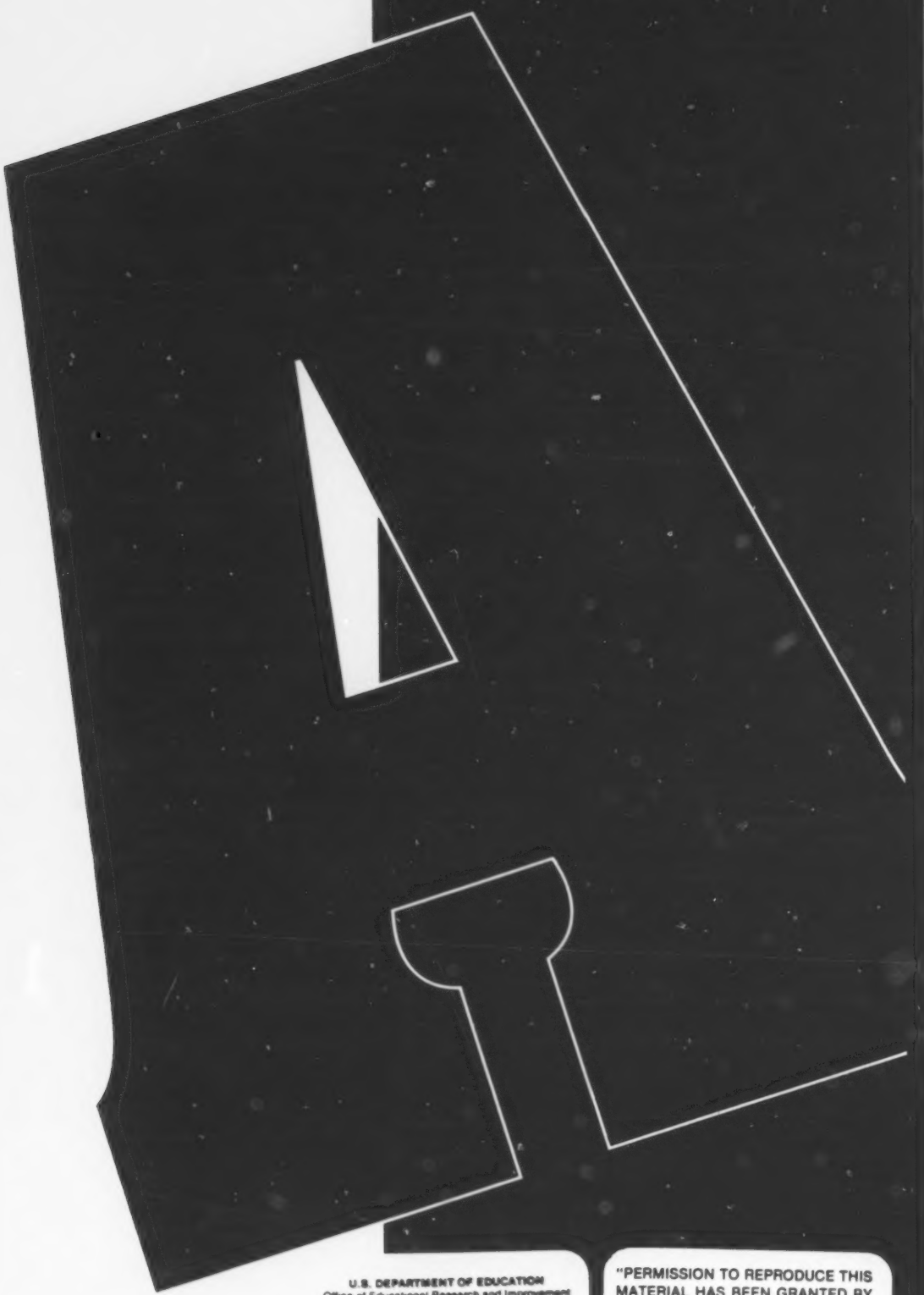
THE APPRENTICESHIP BOOK



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Version française disponible

ISBN 0-7729-8329-1
JULY/91 102E

QUICK REFERENCE TO APPRENTICESHIP

OCCUPATION	REQUIREMENTS	LENGTH OF PROGRAM	WORK DESCIPTION	PAGE
Air-cooled and marine engine mechanic*	Grade 10 or equivalent. Age 16.	Small engine mechanic — Marine and small powered engine mechanic (construction) — 4,000 hours (about 2 years), including two in-school sessions of ten weeks each. Boat motor mechanic — 7,200 hours (about 3 1/2 years), including two in-school sessions of ten weeks each.	The repair and maintenance of small engines and and all types of marine engines. The work is generally performed at marinas, repair shops and on construction sites.	11
*NOTE: The number of branches, length of program, wages, duties and skills for this occupation are under review.				
Alignment and brakes mechanic	Minimum Grade 10 or equivalent, though increasingly, employers may require Grade 12. Age 16.	5,400 hours (about 3 years), including two in-school sessions of eight weeks each.	Adjusting, maintaining and repairing steering, suspension and brake systems, wheels, rims, tires and tubes; balancing wheels; inspecting frame alignments and, if necessary, realigning them.	11
Auto body repairer	Grade 10 or equivalent. Age 16.	Auto body and collision damage repairer — 7,200 hours (about 4 years), including three in-school sessions of eight weeks each. Auto body repairer — 4,800 hours (about 2 1/2 years) including two in-school sessions of eight weeks each.	Autobody and collision damage repairer — Hammering out dents in body panels, fenders, and skirting; filing, sanding, grinding and refinishing dented areas to prepare them for primers; shrinking or stretching metal panels by heat treatment; welding breaks in body panels or structures; testing for and correcting faulty frame alignment (auto body and collision damage repairer only); spray painting; removing and installing trim and body parts. Auto body repairer — Hammering out dents in body panels, fenders, and skirting; filing, sanding, grinding and refinishing dented areas to prepare them for primers; shrinking or stretching metal panels by heat treatment; welding breaks in body panels.	11
Automatic machinist	Grade 10 or equivalent. Age 16.	8,000 hours (about 4 years), including three in-school sessions.	Setting up and operating single- and multi-spindle lathe-type screw machines.	12
Automotive machinist	Grade 10 or equivalent. Age 16.	7,200 hours (about 4 years), including three in-school sessions.	Reconditioning and rebuilding internal combustion engines and associated components.	12
Automotive painter	Grade 8 or equivalent. Age 16.	3,600 hours (about 2 years), including one eight-week in-school session.	Preparing and refinishing the painted surfaces of car and truck bodies and anodized aluminum moulding; mixing paint and matching colours.	12
Baker	Grade 8 or equivalent. Age 16.	Junior baker — 2,000 hours (about 1 year), including one fifteen-week in-school session; Baker — 6,000 hours (about 3 years), including two fifteen-week in-school sessions; Patissier — 8,000 hours (about 4 years), including two fifteen-week in-school sessions and one five-week in-school session.	Junior baker — Preparing ingredients and helping in the making of a wide variety of baked goods; Baker — Preparing ingredients and basic baked goods; supervising bakery formulation, fermentation, stock control, receiving and issuing, product costing, ingredient and material purchasing, and decorating and specialty work; Patissier — Creative specialty baking and kitchen management.	12
Brick and stone mason	Grade 8 or equivalent. Age 16.	5,600 hours (about 3 years), including three in-school sessions of eight weeks each.	Constructing, installing and repairing masonry walls, arches, fireplaces, smoke-stacks and so forth. Also, the laying of fire brick and other refractory materials used in the construction of such things as industrial furnaces.	13
Cement mason	Grade 8 or equivalent. Age 16.	6,000 hours (about 3 years).	Finishing concrete floors and other surfaces. This includes the application of curing and surface treatments, waterproofing and restoration, and finishing precast and architectural concrete.	13
Construction boilermaker	Grade 10 or equivalent. Age 16.	6,600 hours (about 3 1/2 years), including three in-school sessions of eight weeks each.	Laying out, assembling, erecting and repairing boilers, pressure vessels, heat exchangers and other heavy industrial structures; reading and understanding drawings, specifications, technical literature and safety regulations; and testing completed work to ensure that it meets very exacting standards.	13
Construction millwright	Grade 10 or equivalent. Age 16.	8,000 hours (about 4 years), including three in-school sessions of eight weeks each.	Installing, repairing and maintaining mechanical machines (and their components, related devices and systems) in industrial plants, commercial and institutional buildings and construction sites.	13

QUICK REFERENCE TO APPRENTICESHIP

■ OCCUPATION	■ REQUIREMENTS	■ LENGTH OF PROGRAM	■ WORK DESCRIPTION	■ PAGE
Cook	Grade 10 or equivalent. Age 16.	Assistant cook — 2,000 hours (about 1 year), including fifteen weeks in-school; Cook — 6,000 hours (about 3 years), including two in-school sessions of fifteen weeks each.	Assistant cook — prepares and assembles complete breakfasts, short order grills, sandwiches, simple salads, simple desserts, vegetables and non-alcoholic beverages; carves cooked meats, poultry, fish and game; and has a working knowledge of table service, soups and sauces, salads and dressings, weights and measures, hygiene, equipment handling, sanitation and safety; Cook — kitchen administration and preparing meals in restaurants and institutional food facilities.	14
Electrician	Grade 10 or equivalent, though increasingly, employers may require Grade 12. Age 16.	Construction and Maintenance — 9,000 hours (about 4 1/2 years), including three in-school sessions; Domestic and rural — 7,200 hours (about 3 1/2 years), including two in-school sessions.	Installing though and maintaining a wide range of electrical systems, equipment and devices.	14
Farm equipment mechanic	Grade 10 or equivalent. Age 16.	9,000 hours (about 4 1/2 years), including one in-school session of fourteen weeks and two of eight weeks each.	Repairing and maintaining a wide range of agricultural machinery.	14
Fitter (structural steel/platework)	Grade 10 or equivalent. Age 16.	5,400 hours (about 3 years), including three in-school sessions of eight weeks each.	Planning, making and assembling heavy steel components of bridges, buildings and other structures.	14
Fuel & electrical systems mechanic	Grade 10 or equivalent, though increasingly, employers may require Grade 12. Age 16.	5,400 hours (about 2 1/2 years), including two in-school sessions of eight weeks each.	Repairing, maintaining and adjusting automotive fuel and electrical systems.	15
General carpenter	Grade 10 or equivalent. Age 16.	3,844 to 7,200 hours (about 2 to 3 1/2 years), including three in-school sessions of eight weeks each.	The full range of carpentry work on a wide variety of projects. This occupation does NOT encompass the work of lathers or cabinet-makers.	15
General machinist	Grade 10 or equivalent. Age 16.	8,000 hours (about 3 to 4 years), including three in-school sessions of eight weeks each.	Precision metal cutting and grinding to make machinery machinery components.	15
Glazier & metal mechanic	Grade 10 or equivalent. Age 16.	8,000 hours (about 4 years), including three in-school sessions of eight weeks each.	Installing glass in wooden and metal frames for a wide variety of purposes, including windows, the walls of buildings, display cases, glass doors and aquariums.	15
Hairstylist	Grade 9 or equivalent. Age 16.	4,740 hours (about 2 1/2 years), including three in-school sessions of eight weeks each, for the apprenticeship program; or 1,500 hours at a private hairstyling school.	Providing services related to the care of hair, face and scalp to both men and women.	15
Heavy duty equipment mechanic	Grade 10 or equivalent. Age 16.	9,000 hours (about 4 1/2 years), including one twelve-week and two seven-week in-school sessions.	Repairing, servicing and maintaining bulldozers, graders, trench diggers and other such construction, logging, mining and farm equipment.	16
Hoisting engineer	Grade 10 or equivalent. Age 16.	Mobile crane operator — 1: 6,000 hours (3 years), including two in-school sessions of six weeks each; Mobile crane operator — 2: 1,000 hours including one six-week in-school session; Tower crane operator — 4,000 hours (2 years), including one six-week in-school session.	Mobile crane operator — 1: setting up, operating and maintaining cranes capable of lifting loads in excess of 15 tons. May also operate cranes with less than this capacity. Mobile crane operator — 2: setting up, operating and maintaining cranes licensed to lift 8 to 15 tons. May also operate cranes with less than this capacity. Tower crane operator — operating stationary tower cranes on construction sites.	16
Horticulturist	Grade 10 or equivalent. Age 16.	4,500 hours (about 2 1/4 years), including one in-school session of eight weeks, and one session of twelve weeks.	Landscaper-greenskeeper — the installation and and maintenance of landscaping, a job that encompasses many tasks, including the planning and execution of landscape operations, and disease and pest control; Nursery-greenhouse worker — working in and managing nurseries and tree farms. Among other things, the job encompasses the identification and propagation of plants, including greenhouse crops, weed and insect control and plant sales.	16

QUICK REFERENCE TO APPRENTICESHIP

OCCUPATION	REQUIREMENTS	LENGTH OF PROGRAM	WORK DESCRIPTION	PAGE
Industrial electrician	Grade 10 or equivalent, though increasingly, employers may require Grade 12 or higher. Age 16.	9,000 hours (about 4 1/2 years), including two in-school sessions of ten weeks and one of eight weeks.	Installing, repairing and maintaining electrical and electronic systems and devices in industrial plants.	17
Industrial mechanic millwright	Grade 10 or equivalent, though increasingly, employers may require Grade 12 or higher. Age 16.	8,000 hours (about 4 years), including three in-school sessions of eight weeks each.	Installing, repairing and maintaining machinery in all types of industrial plants. The job requirements include a broad knowledge of metallurgy, welding, blueprint reading and the use of precision measuring instruments.	17
Industrial woodworker	Grade 10 or equivalent. Age 16.	8,000 hours (about 4 years), including three in-school sessions of eight weeks each.	Making, assembling and finishing the components of furniture, cabinets, windows, doors, counters and store fixtures.	17
Ironworker	Grade 10 or equivalent. Age 17.	6,000 hours (about 3 years), including three in-school sessions of eight weeks each.	Installing structural steel in a wide variety of construction and industrial settings.	17
Lather	Grade 10 or equivalent. Age 16.	5,400 hours (about 3 years), including two in-school sessions of ten weeks each.	Installing various kinds of lath on walls, ceilings and partitions to support plaster and other materials. The work is done during the construction or renovation of a building and includes a number of related tasks.	18
Lineperson	Grade 10 or equivalent, though increasingly, employers may require Grade 12 or higher. Age 16.	Powerline maintainer — 8,000 hours (about 4 years), including four in-school sessions; Powerline installer — 6,500 hours (about 3 1/2 years), including four in-school sessions;	Powerline Maintainer — constructing, repairing, maintaining and operating electrical power lines and related equipment; Powerline Installer — constructing or assembling overhead pole lines, tower lines and related equipment used in the transmission of electrical energy. There is also some work on underground electrical systems. Skill in a wide range of safety procedures is essential.	18
Motor vehicle mechanic	Grade 10 or equivalent, though increasingly, employers may require Grade 12 or higher. Age 16.	5,400 hours (about 4 1/2 years), including three in-school sessions of eight weeks each.	Repairing and maintaining motor vehicles, often with the aid of sophisticated diagnostic techniques.	18
Motorcycle mechanic	Grade 10 or equivalent. Age 16.	5,400 hours (about 3 years), including two in-school sessions of eight weeks each.	Repairing and maintaining motorcycles and motor scooters.	18
Mould maker	Grade 10 or equivalent, though increasingly, employers and unions may require Grade 12 or higher. Age 16.	8,000 hours (about 4 years), including three in-school sessions of eight weeks each.	Making, repairing and adjusting moulds, models and templates for the mass production of various production of various products.	19
Painter and decorator	Grade 10 or equivalent. Age 16.	5,400 hours (about 3 years), including one eight-week and two seven-week in-school sessions.	Commercial/ Residential — applying paint, wallpaper and and many other materials to the interior and exterior surfaces of homes, stores and office buildings; Industrial — painting factories, bridges, storage tanks and many other types of industrial structures.	19
Pattern maker	Grade 10 or equivalent, though increasingly, employers may require Grade 12. Age 16.	7,200 hours (about 4 years), including three in-school sessions of eight weeks each.	Making the initial models for the moulds, forms and dies which are used to mass produce the components of virtually every manufactured product.	19
Plasterer	Grade 8 or equivalent. Age 16.	6,400 hours (about 3 1/2 years).	Applying plaster and stucco to interior and exterior walls and ceilings; taping drywall panels.	19
Plumber	Grade 10 or equivalent, though increasingly, employers may require Grade 12. Age 16.	9,000 hours (about 4 1/2 years), including three in-school sessions of eight weeks each.	Installing and maintaining pipes and fittings for the flow of water, gasses and other fluids may in all manner of manner of domestic and industrial structures.	19
Printer	Grade 10 or equivalent. Age 16.	Approximately four years, including three in-school sessions for printer (pre-press) and printer (press) and two in-school sessions for printer (bindery).	Printer (pre-press) — preparing publications for printing. Printer (press) — operating a variety of printing presses, a job that involves mixing colors and strict quality control; Printer (bindery) — folding, cutting and binding printed pages to produce the finished book, magazine or brochure. Book restoration and library repairs are also part of the job.	20

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■ OCCUPATION	■ REQUIREMENTS	■ LENGTH OF PROGRAM	■ WORK DESCRIPTION	■ PAGE
Radio and television service technician	Grade 10 or equivalent. Age 16.	8,000 hours (about 4 years), including two in-school sessions of eighteen weeks each.	Installing and servicing radios, televisions, VCRs and other domestic electronic equipment.	20
Refrigeration and air-conditioning mechanic	Grade 10 or equivalent, though increasingly, employers may require Grade 12. Age 16.	9,000 hours (about 4 1/2 years), including three in-school sessions of eight weeks each.	The installation and repair of large and small refrigeration and air-conditioning systems, compressors and piping in residential, commercial and industrial settings.	20
Sheet metal worker	Grade 10 or equivalent. Age 16.	9,000 hours (about 4 1/2 years), including three in-school sessions of eight weeks each.	Designing, making and installing all forms of sheet metal work for industrial or construction sites.	20
Sprinkler and fire protection installer	Grade 10 or equivalent, though increasingly, employers may require Grade 12 or higher. Age 16.	7,200 hours (about 4 years), including three in-school sessions of eight weeks each.	The installation and maintenance of high and low pressure piping to supply fire protection systems with water, foam, carbon dioxide and other materials in commercial, residential and industrial buildings.	21
Steamfitter	Grade 10 or equivalent, though increasingly, employers may require Grade 12 or higher. Age 16.	9,000 hours (about 4 1/2 years), including three in-school sessions of eight weeks each.	Laying out, assembling, installing and maintaining the piping for steam, hot water and other systems.	21
Tool and die maker	Grade 10 or equivalent, though increasingly, employers may require Grade 12. Age 16.	8,000 hours (about 4 years), including three in-school sessions of eight weeks each.	Making, repairing and modifying dies, forms, cutting tools, gauges, jigs and fixtures for industry.	21
Transmission mechanic	Grade 10 or equivalent, though increasingly, employers may require Grade 12. Age 16.	5,400 hours (about 3 years), including two in-school sessions of eight weeks each.	The repair of manual and automatic transmissions, clutches and drive shafts in motor vehicles.	21
Truck-trailer repairer	Grade 10 or equivalent. Age 16.	5,400 hours (about 3 years), including two in-school sessions of eight weeks each.	Repairing and maintaining truck trailers, including brake, refrigeration and coupling systems.	21

For more information on anything in
this publication call the toll-free
TRAINING HOTLINE: 1-800-387-5656

INTRODUCTION FOR PROSPECTIVE APPRENTICES

If you are an ambitious woman or man interested in pursuing a career in a skilled occupation, Ontario needs you.

Skilled workers — called journeypersons — are in high demand in a wide variety of occupations, and the opportunities and rewards available are getting more exciting all the time. To become a journeyperson in a particular occupation requires a combination of on-the-job experience and in-school training, called apprenticeship.

WHAT IS APPRENTICESHIP?

Apprenticeship is an agreement between a person like you, who wants to learn a skill, and an employer who needs a skilled worker. Apprenticeship is a proven way to learn. It has a long tradition and in today's world, it's as important as it ever was. Canadian journeypersons, trained through apprenticeship, have been part of the teams that built:

- the space arm on the United States' shuttle crafts;
- the Sky Dome, Toronto's retractable-roof sports facility;
- the CN Tower, the world's tallest free-standing structure.

Journeypersons also bake your bread, fix your car, build your home, and print what you are reading now.

Apprenticeship takes time — anywhere from two to five years — but it is time well spent. It's an investment in your future. This investment is a partnership shared by you and three other parties:

- the employer, who pays your wages;
- the federal government, which pays for some of your in-school training;
- the Province of Ontario, which also pays for some of the in-school training and administers the program through the Ministry of Skills Development Apprenticeship and Client Services Branch.

Many journeypersons use their skills and experience as stepping stones toward a career in management, while others go into business for themselves.

DECIDING ON AN OCCUPATION

The first step to becoming an apprentice is to decide which occupation best matches your goals and interests. Think about who you are, what you like to do, what kind of lifestyle you enjoy, what you would like to be doing ten years from now. A career in a skilled occupation isn't for everyone, just as a career in medicine isn't for everyone. But it's worth considering.

To help you do that, this booklet's **yellow pages** list the duties and skills involved in many of the occupations currently available in Ontario. The **white pages** will answer general questions you may have about apprenticeship.

If you're not quite sure what occupations interest you, you may also want to:

- view our publication "Directory of Apprenticeship: Careers with a Future", which is available in school and public libraries or at your local Apprenticeship and Client Services Office;
- contact your guidance counsellor. He or she has a number of tests that can help you find out what you would do well;
- use the interactive Computerized Directory of Apprenticeship Careers at your school or at an Apprenticeship and Client Services Office; or
- contact an Apprenticeship and Client Services Office for further information on apprenticeship opportunities in your community.

FINDING AN EMPLOYER

Once you have decided upon an occupation, the next step is to find an employer or union to train you as an apprentice. This could be an employer you already know, or you may have to pound the pavement, knock on some doors or answer the want-ads before you find something suitable. You are not totally alone, however. Many employers are on the lookout for keen, ambitious apprentices, both female and male. Women especially are encouraged to take a serious look at the benefits of a career in the skilled occupations. For more information about special programs for women call your local Apprenticeship and Client Services Office.

Your Apprenticeship and Client Services Office is the place to call after you've found an employer. A consultant there will:

- confirm that you meet the minimum age and educational requirements (higher levels of education are increasingly required by employers);
- determine, along with your employer, whether your schooling and previous work experience entitles you to a shortening of the apprenticeship requirements; and
- do the administrative work so you and your employer can sign a formal Contract of Apprenticeship.

This contract spells out the conditions of training and, for some occupations, wages.

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EARNING WHILE YOU LEARN

Most of your training will be hands-on experience gained in the workplace under the supervision of journeypersons and supervisory personnel. During that time, the wages you are paid by your employer will never be less than Ontario's minimum wage. In fact, as your productivity improves with the successful completion of each period, your wages will increase. The amount of this raise differs with each skilled occupation and is subject to negotiation with your employer.

New apprentices are eligible to receive an Apprentice Tool Fund grant from the Ontario Government that will help them buy some of the tools they need for their training (see **white pages** of this booklet for more information on the Apprentice Tool Fund).

Financial assistance may be available while you are attending classes for the theoretical and academic part of the training. You may be eligible to receive unemployment insurance or other allowances from the Canada Employment and Immigration Commission. Contact your Apprenticeship and Client Services Office for more information.

SPECIAL CIRCUMSTANCES

Circumstances may occur that require you to move out of the area or to relocate for some other reason. Contact your Apprenticeship and Client Services Office for assistance in any circumstance.

If you leave — for whatever reason — you should receive credit for the experience gained during your apprenticeship. You should ask your employer to fill in your Progress Record Book or Training Standard to indicate how many hours you have spent with your employer. Then you can continue your training when you have found another employer willing to hire and train you. Ask your Apprenticeship and Client Services Office to transfer your Contract of Apprenticeship.

THE BENEFITS OF APPRENTICESHIP

- earn while you learn
- challenging and satisfying work
- future job security
- learn new skills
- start a new career with confidence that your skills will always be in demand

APPRENTICESHIP IS FOR WOMEN WHO WANT WORK THAT IS MORE THAN JUST A JOB

Now is the time to consider making a move into a skilled occupation. The demand for skilled workers is increasing every day. You are in a position to take advantage of the labour shortage if you are:

- employed but want to make a career change;
- re-entering the workforce and traditional work doesn't meet your needs;
- just out of school and ready to launch your career;
- working in a production environment, like it, and want to progress to a skilled occupation;
- currently in good physical condition or willing to work towards fitness.

If you have your high school diploma or some advanced maths and sciences education, are mechanically inclined, and have an ability to work out problems and deal well with people, you already may be halfway there!

THE BENEFITS OF A CAREER IN A SKILLED OCCUPATION

- challenging and satisfying work
- the security of having skills that are more in demand every year
- a good salary and benefits package
- advancement opportunities
- the possibility of starting your own business
- a chance to break out of unfulfilling roles and experience personal growth
- independence and the confidence to start a new life

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INTRODUCTION FOR EMPLOYERS

You may already have heard the facts: there now will be no growth in the number of young people entering the workforce until the next century, and the number of skilled immigrants coming to Ontario is decreasing. The labour shortage will create tough competition for skilled workers.

Training makes good sense and good business. The apprenticeship system, in particular, is one of the world's most successful methods of supplying skilled workers. It allows you, the employer, to train new people entering skilled occupations, and to ensure that they ultimately become the best in their field.

PAYING THE APPRENTICE

While the apprentice is on the job, you may be required to pay him or her a percentage of a fully-skilled worker's wage. The percentage will increase as training progresses. She or he also will be entitled to regular employee benefits.

WHAT ABOUT COLLECTIVE AGREEMENTS?

An employer and a union can come to any agreement they find mutually beneficial as long as the collective agreement does not conflict with the Apprenticeship and Tradesmen's Qualification Act. The Act sets the minimum entry standards; employers and employees may, however, agree to higher entry standards.

FINDING AN APPRENTICE

Many employers start by considering their existing employees. You may already have highly motivated women or men on staff who would welcome the chance to become journeypersons. If you have to look outside your company, you could contact the local office of the Canada Employment and Immigration Commission or the local Apprenticeship and Client Services Office of the Ministry of Skills Development.

WOMEN APPRENCTICES — WHY YOU SHOULD TAKE THEM SERIOUSLY

Women will account for two thirds of the labour supply growth in the next ten years.

This means that women are the untapped talent pool when it comes to skilled occupations. They are capable of doing every type of job, and they enjoy the challenge of mastering a skill.

You already may have highly motivated women on staff who would welcome the chance to become journeypersons. Be aware that mature women age 25-44 will continue to join the labour force. These workers are particularly committed once they have chosen a skilled occupation in which they are interested.

You want to stay competitive, avoid losses caused by down time, even expand your business in the years to come. When you train an apprentice, you pass on the wealth of your experience. In return, you have a cost-effective way of hiring and developing a new worker. Training women to work in skilled occupations is an investment in the future of your company.

Call your Apprenticeship and Client Services Office for more information.

SPECIAL CIRCUMSTANCES

Circumstances may occur which will require an apprentice to leave your employ. If an apprentice leaves, for whatever reason, she or he should receive credit for the experience gained at your workplace. You simply fill in their Progress Record Book or Training Standard to indicate how many hours the apprentice has spent with you.

SETTING UP AN APPRENTICESHIP PROGRAM

The apprenticeship system is a partnership among the employers (for the cost of workplace training); the apprentice (for the investment of time); and the province (which pays for administration of the programs and shares the costs of the in-school portion of the program with the federal government). A Ministry of Skills Development Industrial Training Consultant can help you design a program that will meet your firm's needs and keep you up-to-date on changes in training requirements. Apprenticeship and Client Services Offices throughout the province are staffed with the consultants who will assist you with all aspects of your apprenticeship training program.

ENTRANCE REQUIREMENTS

In most skilled occupations the minimum requirement is grade 10. Employers and unions, however, may require a higher educational level and a solid foundation in math, language and the sciences. Apprentices must be at least 16 years of age.

HOW LONG DOES AN APPRENTICESHIP LAST?

Apprenticeships generally last between two and five years, depending on the skilled occupation and related experience.

Most of the training, about 90%, is given on the job, under the supervision of a qualified journeyperson. The remainder is normally given at a college of applied arts and technology.

Apprentices usually attend school on a block-release basis (i.e. going to school full-time for a number of weeks each year) or a day-release basis (i.e. attending school one day a week). In some cases, night school and correspondence courses are also options. In some communities alternative programs may be available which allow apprentices to take all their in-school training at the start of their apprenticeship. They may also be able to combine work toward a secondary school graduation diploma, with credits toward an apprenticeship. Your Apprenticeship and Client Services Office has more information about these alternatives. See also **Special Programs** in this section.

HOW APPRENTICES ARE REGISTERED

Registration is the responsibility of the Ministry of Skills Development, through your local Apprenticeship and Client Services Office.

Either the employer or the apprentice can call this office and ask that the apprenticeship be registered. Employer and apprentice sign a contract prepared by an Industrial Training Consultant, and all parties receive a copy. The consultant will also give the apprentice a Progress Record Book or Training Standard in which the apprentice will record all the skills she or he learns during training. The consultant will visit the workplace several times during the apprenticeship period to monitor the program and to offer help or information.

REGULATED AND EMPLOYER-SPECIFIC OCCUPATIONS

Many skilled occupations are regulated in Ontario; that is they are governed by specific regulations that outline the standards and conditions of training for that occupation. There are also apprenticeship training programs designed to provide specific job skills for more than 600 employer-specific occupations.

To successfully complete an apprenticeship in a regulated occupation, apprentices must write and pass the final Certificate of Qualification examination, where the exam is available. Successful individuals will receive both Certificates of Qualification and Apprenticeship. About 20 regulated skilled occupations have Interprovincial Standards examinations, and a mark of at least 70% entitles an individual to an Interprovincial Red Seal. This permits one to practice her or his occupation across Canada without further examination.

In certain regulated skilled occupations, certification is compulsory; only holders of a Certificate of Qualification or registered apprentices can work in these occupations.

Regulated occupations with voluntary certification do NOT require Certificates of Qualification or Apprenticeship. However, these certificates indicate a certain level of skill to a prospective employer and, in fact, some employers and unions require them.

You may work in any of the employer-specific occupations without being a registered apprentice. However, graduate apprentices in these occupations are awarded Certificates of Apprenticeship as evidence of having attained a provincially-recognized level of knowledge and skill.

Please note that MOST of the skilled occupations described in this booklet are regulated.

APPRENTICE TOOL FUND

Quality tools are essential to the training and job performance of apprentices. The high cost of tools is a problem for many new apprentices, and it comes at a time when wages are at their lowest.

Apprentices are eligible to receive an Apprentice Tool Fund Grant of $100 to $700 depending on their occupation. The program is designed to reduce financial hardship for new apprentices.

The grants represent a significant contribution towards typical tool costs in the first year of apprenticeship. Grants cover a portion of the average costs of tools in various occupations.

Cheques will be sent automatically from the Ministry of Skills Development to all newly-registered apprentices who have signed a Contract of Apprenticeship.

SCHOOL WORKPLACE APPRENTICESHIP PROGRAM

This program offers students a chance to attend high school and train as registered apprentices at the same time. It allows them to complete their credits for an Ontario Secondary School Diploma (OSSD) and gain apprenticeship training leading to a Certificate of Apprenticeship and journeyperson status.

Who is eligible?

Individuals who are at least 16 years old and who have completed Grade 10. Although there are no age restrictions, the program is targeted at youth.

Are students paid for their apprenticeship training?

Yes. Employers participating in the program pay wages for on-the-job training, based on normal apprenticeship wage rates.

Which skilled occupations will be included in a school workplace apprenticeship program?

Each community must determine which skilled occupations are appropriate for this program. Employers are the key to determining this, because they must provide apprenticeship placements based on their requirements.

When will students get the "in-school" training connected with their apprenticeships?

The "in-school" or theoretical part of apprenticeship training may be conducted outside regular school hours, either in the evening or during the summer and usually at a community college. The arrangements are flexible to meet local conditions and needs.

Will school workplace apprenticeship program apprentices be eligible for an exemption for basic in-school?

An exemption may be granted only if the high school curriculum is specifically designed to meet the basic in-school requirements.

For further information please contact an Apprenticeship and Client Services Office.

TRADES UPDATING

Trades Updating offers skilled workers with a Certificate of Apprenticeship, Certificate of Qualification or equivalent experience full- and part-time courses to update their skills in response to new technologies, increased need for specialization, and changing job markets.

Courses usually run between 30 and 90 hours are are offered at Ontario's colleges of applied arts and technology. Courses may also be offered in the workplace by employers, employer associations and unions, and Community Industrial Training Committees. Certificates are awarded upon successful completion of each course.

Why is trades updating important?

Better and more widespread use of new technology is essential to strengthening Ontario's competitive economic position, but gaining full advantage from such technology depends on workers' skills.

New and changing job markets often require additional training to keep individuals up-to-date and working at their full potential. This is particularly true with new technological developments in the Motive Power, Construction and Precision Metal Machining Occupations.

Who is eligible for trades updating?

Skilled workers holding an Ontario Certificate of Apprenticeship, an Ontario Certificate of Qualification, or those who can establish equivalency may apply for Trades Updating.

Individuals are eligible only for programs related to their apprenticeship, occupation or documented career experience.

Who will benefit from trades updating?

By attaining new skills, workers strengthen their ability to take advantage of new job requirements, while residents of Ontario benefit as better use of new technology strengthens our economy.

How to apply.

Registration forms are available at local Apprenticeship and Client Services Offices and colleges of applied arts and technology.

WOMEN'S ACCESS TO APPRENTICESHIP PROJECTS

In order to encourage more women to enter non-traditional apprenticeship training, the Ministry of Skills Development is supporting a number of Access Projects throughout the province.

These Access Projects are community-based and respond to the needs of local women and employers in specific ways:

- locating and informing women, employers and unions about the benefits of apprenticeship training and a career in a skilled occupation;
- providing support services such as counselling and referrals to preparatory programs; and
- assisting in matching women apprentices with employers and unions interested in training women.

For further information please contact an Apprenticeship and Client Services Office for the name and number of the nearest project coordinator.

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AIR-COOLED AND MARINE ENGINE MECHANIC

This skilled occupation has four branches: small engine mechanic, marine and small powered equipment mechanic, small engine mechanic (construction) and boat motor mechanic.

REQUIREMENTS

Grade 10 or equivalent. Age 16.

LENGTH OF PROGRAM

Small engine mechanic, marine and small powered equipment mechanic and small engine mechanic (construction) — 4,000 hours (about 2 years), including two in-school sessions of ten weeks each.

Boat motor mechanic — 7,200 hours (about 3 1/2 years), including two in-school sessions of ten weeks each.

WAGES

Apprentices are paid a wage. These wages vary by trade; some may be established by regulation.

DUTIES AND SKILLS

The repair and maintenance of small engines and all types of marine engines. The work is generally performed at marinas, repair shops and on construction sites.

RELATED OCCUPATIONS

Motor vehicle mechanic; farm equipment mechanic. Both require additional training.

Note: the number of branches, length of program, duties and skills for this occupation are under review.

ALIGNMENT AND BRAKES MECHANIC

This is a specialized area of motor vehicle repair. the alignment and brakes mechanic adjusts, maintains and repairs suspension and brake systems.

REQUIREMENTS

Minimum Grade 10 or equivalent, though increasingly, employers may require Grade 12. Age 16.

LENGTH OF PROGRAM

5,400 hours (about 3 years), including two in-school sessions of eight weeks each.

WAGES

Apprentices are paid a wage. These wages vary by trade; some may be established by regulation.

DUTIES AND SKILLS

Adjusting, maintaining and repairing steering, suspension and brake systems, wheels, rims, tires and tubes; balancing wheels; inspecting frame alignments and, if necessary, realigning them.

RELATED OCCUPATIONS

Motor vehicle mechanic (additional training required).

AUTO BODY REPAIRER

This skilled occupation has two branches: auto body and collision damage repairer and auto body repairer.

REQUIREMENTS

Grade 10 or equivalent. Age 16.

LENGTH OF PROGRAM

Auto body and collision damage repairer — 7,200 hours (about 4 years), including three in-school sessions of eight weeks each.

Auto body repairer — 4,800 hours (about 2 1/2 years) including two in-school sessions of eight weeks each.

WAGES

Apprentices are paid a wage. These wages vary by trade; some may be established by regulation.

DUTIES AND SKILLS

Auto body and collision damage repairer — Hammering out dents in body panels, fenders and skirting; sanding, grinding and refinishing dented areas to prepare them for primers; shrinking or stretching metal panels by heat treatment; welding breaks in body panels or structures; testing for and correcting faulty frame alignment (auto body and collision damage repairer only); spray painting; removing and installing trim and body parts.

Auto body repairer — Hammering out dents in body panels, fenders and skirting; filing, sanding, grinding and refinishing dented areas to prepare them for primers; shrinking or stretching metal panels by heat treatment; welding breaks in body panels.

RELATED OCCUPATIONS

Automotive painter.

AUTOMATIC MACHINIST

Automotive machinists cut and shape metal to make such things as dowel parts, fittings and fasteners. Jobs can include work with a variety of metals for automotive, electrical and other companies.

REQUIREMENTS
Grade 10 or equivalent. Age 16.

LENGTH OF PROGRAM
8,000 hours (about 4 years), including three in-school sessions.

WAGES
Apprentices are paid a wage. These wages vary by trade; some may be established by regulation.

DUTIES AND SKILLS
Setting up and operating single- and multi- spindle lathe-type screw machines.

RELATED OCCUPATIONS
General machinist (some additional training required).

AUTOMOTIVE MACHINIST

Automotive machinists recondition and rebuild car/truck engines and their components. Their work includes machining new automotive parts, but they don't repair motor vehicles or do body work.

REQUIREMENTS
Grade 10 or equivalent. Age 16.

LENGTH OF PROGRAM
7,200 hours (about 4 years), including three in-school sessions.

WAGES
Apprentices are paid a wage. These wages vary by trade; some may be established by regulation.

DUTIES AND SKILLS
Reconditioning and rebuilding internal combustion engines and associated components.

RELATED OCCUPATIONS
General machinist (some additional training required).

AUTOMOTIVE PAINTER

Automotive painters refinish the painted surfaces of car, truck, bus and trailer bodies after collision or rust damage repairs have been made.

REQUIREMENTS
Grade 8 or equivalent. Age 16.

LENGTH OF PROGRAM
3,600 hours (about 2 years), including one eight-week in-school session.

WAGES
Apprentices are paid a wage. These wages vary by trade; some may be established by regulation.

DUTIES AND SKILLS
Preparing and refinishing the painted surfaces of car and truck bodies and anodized aluminum moulding; mixing paint and matching colours.

RELATED OCCUPATIONS
Auto body repairer (additional training required).

BAKER

There are three branches of this occupation: junior baker, baker and patissier.

REQUIREMENTS
Grade 8 or equivalent. Age 16.

LENGTH OF PROGRAM
Junior Baker — 2,000 hours (about 1 year), including one fifteen-week in-school session;
Baker — 6,000 hours (about 3 years), including two fifteen-week in-school sessions;
Patissier — 8,000 hours (about 4 years), including two fifteen-week in-school sessions and one five-week in-school session.

WAGES
Apprentices are paid a wage. These wages vary by trade; some may be established by regulation.

DUTIES AND SKILLS
Junior Baker — Preparing ingredients and helping in the making of a wide variety of baked goods;
Baker — Preparing ingredients and basic baked goods, supervising bakery formulation, fermentation, stock control, receiving and issuing, product costing, ingredient and material purchasing, and decorating and specialty work;
Patissier — Creative specialty baking and kitchen management.

RELATED OCCUPATIONS
Cook, including assistant cook.

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BRICK AND STONE MASON

Brick and stone masons lay brick and stone and other kinds of masonry in both residential and industrial settings.

REQUIREMENTS

Grade 8 or equivalent. Age 16.

LENGTH OF PROGRAM

5,600 hours (about 3 years), including three in-school sessions of eight weeks each.

WAGES

Apprentices are paid a wage. These wages vary by trade; some may be established by regulation.

DUTIES AND SKILLS

Constructing, installing and repairing masonry walls, arches, fireplaces, smokestacks and so forth. Also, the laying of fire brick and other refractory materials used in the construction of such things as industrial furnaces.

RELATED OCCUPATIONS

Cement mason, restoration mason.

CEMENT MASON

Cement masons are responsible for finishing the exposed surfaces of poured concrete floors, sidewalks, curbs and many other structures.

REQUIREMENTS

Grade 8 or equivalent. Age 16.

LENGTH OF PROGRAM

6,000 hours (about 3 years).

WAGES

Apprentices are paid a wage. These wages vary by trade; some may be established by regulation.

DUTIES AND SKILLS

Finishing concrete floors and other surfaces. This includes the application of curing and surface treatments, waterproofing and restoration, and finishing precast and architectural concrete.

RELATED OCCUPATIONS

Brick and stone mason, cement finisher.

CONSTRUCTION BOILERMAKER

Construction boilermakers build tanks, heavy pipework and pressure vessels for nuclear power plants, heavy water plants, refineries and chemical manufacturers.

REQUIREMENTS

Grade 10 or equivalent. Age 16.

LENGTH OF PROGRAM

6,600 hours (about 3 1/2 years), including three in-school sessions of eight weeks each.

WAGES

Apprentices are paid a wage. These wages vary by trade; some may be established by regulation.

DUTIES AND SKILLS

Laying out, assembling, erecting and repairing boilers, pressure vessels, heat exchangers and other heavy industrial structures; reading and understanding drawings, specifications, technical literature and safety regulations; and testing completed work to ensure that it meets very exacting standards.

RELATED OCCUPATIONS

Welder, ironworker.

CONSTRUCTION MILLWRIGHT

The general all-round machinery installation and repair people on a construction project are called construction millwrights.

REQUIREMENTS

Grade 10 or equivalent. Age 16.

LENGTH OF PROGRAM

8,000 hours (about 4 years), including three in-school sessions of eight weeks each.

WAGES

Apprentices are paid a wage. These wages vary by trade; some may be established by regulation.

DUTIES AND SKILLS

Installing, repairing and maintaining mechanical machines (and their components, related devices and systems) in industrial plants, commercial and institutional buildings and construction sites.

RELATED OCCUPATIONS

Industrial mechanic, which requires the same basic training, but in an industrial setting. Construction millwrights must work one additional year in an industrial setting before qualifying to write the Industrial Mechanic Millwright Certificate or Qualification examination.

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COOK

This skilled occupation has two branches: assistant cook and cook. Both involve assembling and preparing meals; however, cooks are more skilled and take on more responsibilities.

REQUIREMENTS

Grade 10 or equivalent. Age 16.

LENGTH OF PROGRAM

Assistant Cook — 2,000 hours (about 1 year), including fifteen weeks in-school;

Cook — 6,000 hours (about 3 years), including two in-school sessions of fifteen weeks each.

WAGES

Apprentices are paid a wage. These wages vary by trade; some may be established by regulation.

DUTIES AND SKILLS

Assistant Cook — prepares and assembles complete breakfasts, short order grills, sandwiches, simple salads, simple desserts, vegetables and non-alcoholic beverages; carves cooked meats, poultry, fish and game; and has a working knowledge of table service, soups and sauces, salads and dressings, weights and measures, hygiene, equipment handling, sanitation and safety;

Cook — kitchen administration and preparing meals in restaurants and institutional food facilities.

RELATED OCCUPATIONS

Baker, including junior baker and patissier (additional training required).

ELECTRICIAN

There are two branches of the electrician occupation: construction and maintenance electrician; domestic and rural electrician.

REQUIREMENTS

Grade 10 or equivalent, though increasingly, employers require Grade 12. Age 16.

LENGTH OF PROGRAM

Construction and Maintenance — 9,000 hours (about 4 1/2 years) including three in-school sessions;

Domestic and Rural — 7,200 hours (about 3 1/2 years), including two in-school sessions.

WAGES

Apprentices are paid a wage. These wages vary by trade; some may be established by regulation.

DUTIES AND SKILLS

Installing and maintaining a wide range of electrical systems, equipment and devices.

RELATED OCCUPATIONS

Industrial electrician (additional training required).

FARM EQUIPMENT MECHANIC

Farm equipment mechanics repair a wide variety of agricultural machinery, including tractors, combines, harvesters, ploughs, spreaders, harrows, planters, sprayers and windrowers.

REQUIREMENTS

Grade 10 or equivalent. Age 16.

LENGTH OF PROGRAM

9,000 hours (about 4 1/2 years), including one in-school session of fourteen weeks and two of eight weeks each.

WAGES

Apprentices are paid a wage. These wages vary by trade; some may be established by regulation.

DUTIES AND SKILLS

Repairing and maintaining a wide range of agricultural machinery.

RELATED OCCUPATIONS

Small engine mechanic, heavy equipment mechanic and motor vehicle mechanic (additional training required).

FITTER (STRUCTURAL STEEL/PLATEWORK)

Fitter structural steel/plateworkers lay out and assemble sections, braces and components for structural steel supports for buildings, bridges or industrial installations.

REQUIREMENTS

Grade 10 or equivalent. Age 16.

LENGTH OF PROGRAM

5,400 hours (about 3 years), including three in-school sessions of eight weeks each.

WAGES

Apprentices are paid a wage. These wages vary by trade; some may be established by regulation.

DUTIES AND SKILLS

Planning, making and assembling heavy steel components of bridges, buildings and other structures.

RELATED OCCUPATIONS

Fitter-welder, ironworker, boilermaker.

FUEL AND ELECTRICAL SYSTEMS MECHANIC

The fuel and electrical systems mechanic repairs, maintains and adjusts automotive fuel and electrical systems.

REQUIREMENTS

Grade 10 or equivalent, though increasingly, employers may require Grade 12. Age 16.

LENGTH OF PROGRAM

5,400 hours (about 2 1/2 years), including two in-school sessions of eight weeks each.

WAGES

Apprentices are paid a wage. These wages vary by trade; some may be established by regulation.

DUTIES AND SKILLS

Repairing, maintaining and adjusting automotive fuel and electrical systems.

RELATED OCCUPATIONS

Motor vehicle mechanic (requires additional training).

GENERAL MACHINIST

General machinists cut and grind metal to make machinery components. The work is exacting and suits someone who can work carefully to create something, very often to within tolerances of a thousandth of a centimetre.

REQUIREMENTS

Grade 10 or equivalent. Age 16.

LENGTH OF PROGRAM

8,000 hours (about 3 to 4 years), including three in-school sessions of eight weeks each.

WAGES

Apprentices are paid a wage. These wages vary by trade; some may be established by regulation.

DUTIES AND SKILLS

Precision metal cutting and grinding to make machinery components.

RELATED OCCUPATIONS

Tool and die maker; mould maker; automatic machinist, automotive machinist, patternmaker (additional training required).

GLAZIER AND METAL MECHANIC

The two aspects of this occupation, glazier (or glass installer) and metal mechanic go together, because most glass is installed in metal or wood frames.

REQUIREMENTS

Grade 10 or equivalent. Age 16.

LENGTH OF PROGRAM

8,000 hours (about 4 years), including three in-school sessions of eight weeks each.

WAGES

Apprentices are paid a wage. These wages vary by trade; some may be established by regulation.

DUTIES AND SKILLS

Installing glass in wooden and metal frames for a wide variety of purposes, including windows, the walls of buildings, display cases, glass doors and aquariums.

GENERAL CARPENTER

Measuring, sawing and hammering are the basic skills of this occupation. The work of lathers and cabinetmakers is not included.

REQUIREMENTS

Grade 10 or equivalent. Age 16.

LENGTH OF PROGRAM

3,844 to 7,200 hours (about 2 to 3 1/2 years), including three in-school sessions of eight weeks each.

WAGES

Apprentices are paid a wage. These wages vary by trade; some may be established by regulation.

DUTIES AND SKILLS

The full range of carpentry work on a wide variety of projects.

This occupation does NOT encompass the work of lathers or cabinetmakers.

RELATED OCCUPATIONS

Cabinetmaker, woodworking machinist (employer-specific), industrial woodworker, and drywall, acoustic and lathing applicator.

HAIRSTYLIST

This skilled occupation has three branches: barber, hairdresser and hairstylist.

REQUIREMENTS

Grade 9 or equivalent. Age 16.

LENGTH OF PROGRAM

4,740 hours (about 2 1/2 years), including three in-school sessions of eight weeks each, for the apprenticeship program; or 1,500 hours at a private hairstyling school.

WAGES

Apprentices are paid a wage. These wages vary by trade; some may be established by regulation.

DUTIES AND SKILLS

Providing services related to the care of hair, face and scalp to both men and women.

HEAVY DUTY EQUIPMENT MECHANIC

Heavy duty equipment mechanics repair, service and maintain bulldozers, graders, mobile cranes, front-end loaders and other such construction, logging, mining and farm equipment.

REQUIREMENTS

Grade 10 or equivalent. Age 16.

LENGTH OF PROGRAM

9,000 hours (about 4 1/2 years), including one twelve-week and two seven-week in-school sessions.

WAGES

Apprentices are paid a wage. These wages vary by trade; some may be established by regulation.

DUTIES AND SKILLS

Repairing, servicing and maintaining bulldozers, graders, trench diggers and other such construction, logging, mining and farm equipment.

RELATED OCCUPATIONS

Motor vehicle mechanic, farm equipment mechanic and forklift mechanic.

HOISTING ENGINEER

This skilled occupation has three branches: mobile crane operator — 1, mobile crane operator — 2, and tower crane operator.

REQUIREMENTS

Grade 10 or equivalent. Age 16.

LENGTH OF PROGRAM

Mobile Crane Operator — 1: 6,000 hours (3 years), including two in-school sessions of six weeks each;

Mobile Crane Operator — 2: 1,000 hours including one six week in-school session.

Tower Crane Operator: 4,000 hours (2 years), including one six-week in-school session.

WAGES

Apprentices are paid a wage. These wages vary by trade; some may be established by regulation.

DUTIES AND SKILLS

Mobile Crane Operator — 1: setting up, operating and maintaining cranes capable of lifting loads in excess of 15 tons. May also operate cranes with less than this capacity.

Mobile Crane Operator — 2: setting up, operating and maintaining cranes licensed to lift 8 to 15 tons. May also operate cranes with less than this capacity.

Tower Crane Operator — operating stationary tower cranes on construction sites.

HORTICULTURIST

This occupation has two branches: landscaper-greenskeeper and nursery-greenhouse worker.

REQUIREMENTS

Grade 10 or equivalent. Age 16.

LENGTH OF PROGRAM

4,500 hours (about 2 1/4 years), including one in-school session of eight weeks, and one session of twelve weeks.

WAGES

Apprentices are paid a wage. These wages vary by trade; some may be established by regulation.

DUTIES AND SKILLS

Landscaper-greenskeeper — the installation and maintenance of landscaping, a job that encompasses many tasks, including the planning and execution of landscape operations, and disease and pest control;

Nursery-greenhouse worker — working in and managing nurseries and tree farms. Among other things, the job encompasses the identification and propagation of plants, including greenhouse crops, weed and insect control and plant sales.

INDUSTRIAL ELECTRICIAN

The industrial electrician installs, repairs and maintains electrical and electronic systems and devices in industrial plants.

REQUIREMENTS

Grade 10 or equivalent, though increasingly, employers may require Grade 12 or higher. Age 16.

LENGTH OF PROGRAM

9,000 hours (about 4 1/2 years), including two in-school sessions of ten weeks and one of eight weeks.

WAGES

Apprentices are paid a wage. These wages vary by trade; some may be established by regulation.

DUTIES AND SKILLS

Installing, repairing and maintaining electrical and electronic systems and devices in industrial plants.

RELATED OCCUPATIONS

Electrician, including construction and maintenance electrician (additional training required), and domestic and rural electrician.

INDUSTRIAL MECHANIC MILLWRIGHT

Workers in this skilled occupation work in industrial plants installing, repairing and maintaining machinery and equipment.

REQUIREMENTS

Grade 10 or equivalent, though increasingly, employers require Grade 12. Age 16.

LENGTH OF PROGRAM

8,000 hours (about 4 years), including three in-school sessions of eight weeks each.

WAGES

Apprentices are paid a wage. These wages vary by trade; some may be established by regulation.

DUTIES AND SKILLS

Installing, repairing and maintaining machinery in all types of industrial plants. The job requirements include a broad knowledge of metallurgy, welding, blueprint reading and the use of precision measuring instruments.

RELATED OCCUPATIONS

Construction millwright. (An industrial millwright must work one additional year in construction before qualifying to write the Construction Millwright Certificate of Qualification examination.)

INDUSTRIAL WOODWORKER

Industrial woodworkers generally make and assemble the components of mass-produced items.

REQUIREMENTS

Grade 10 or equivalent. Age 16.

LENGTH OF PROGRAM

8,000 hours (about 4 years), including three in-school sessions of eight weeks each.

WAGES

Apprentices are paid a wage. These wages vary by trade; some may be established by regulation.

DUTIES AND SKILLS

Making, assembling and finishing the components of furniture, cabinets, windows, doors, counters and store fixtures.

RELATED OCCUPATIONS

Cabinetmaker and woodworking machinist (employer-specific), and general carpenter (additional training required).

IRONWORKER

Ironworkers install structural steel in a wide variety of construction and industrial settings. An ironworker uses heavy metal to do decorative work, such as ornamental iron railings.

REQUIREMENTS

Grade 10 or equivalent. Age 17.

LENGTH OF PROGRAM

6,000 hours (about 3 years), including three in-school sessions of eight weeks each.

WAGES

Apprentices are paid a wage. These wages vary by trade; some may be established by regulation.

DUTIES AND SKILLS

Installing structural steel in a wide variety of construction and industrial settings.

RELATED OCCUPATIONS

Fitter (structural steel/platework).

LATHER

Lathers install metal and other types of lath on walls, ceilings and partitions to support plaster and fireproofing or acoustical material during the construction or renovation of a building.

REQUIREMENTS

Grade 10 or equivalent. Age 16.

LENGTH OF PROGRAM

5,400 hours (about 3 years), including two in-school sessions of ten weeks each.

WAGES

Apprentices are paid a wage. These wages vary by trade; some may be established by regulation.

DUTIES AND SKILLS

Installing various kinds of lath on walls, ceilings and partitions to support plaster and other materials. The work is done during the construction or renovation of a building and includes a number of related tasks.

RELATED OCCUPATIONS

Drywall, acoustic and lathing applicator.

LINEPERSON

This skilled occupation has two branches: powerline installer and powerline maintainer.

REQUIREMENTS

Grade 10 or equivalent, though the employer may require Grade 12 or higher. Age 16.

LENGTH OF PROGRAM

Powerline Maintainer — 8,000 hours (about 4 years), including four in-school sessions;
Powerline Installer — 6,500 hours (about 3 1/2 years), including three in-school sessions.

WAGES

Apprentices are paid a wage. These wages vary by trade; some may be established by regulation.

DUTIES AND SKILLS

Powerline Maintainer — constructing, repairing, maintaining and operating electrical power lines and related equipment;
Powerline Installer — constructing or assembling overhead pole lines, tower lines and related equipment used in the transmission of electrical energy. There is also some work on underground electrical systems. Skill in a wide range of safety procedures is essential.

MOTOR VEHICLE MECHANIC

The motor vehicle mechanic repairs and maintains motor vehicles, often with the aid of sophisticated diagnostic techniques and equipment.

REQUIREMENTS

Grade 10 or equivalent, though increasingly, employers may require Grade 12. Age 16.

LENGTH OF PROGRAM

9,000 hours (about 4 1/2 years), including three in-school sessions of eight weeks each.

WAGES

Apprentices are paid a wage. These wages vary by trade; some may be established by regulation.

DUTIES AND SKILLS

Repairing and maintaining motor vehicles, often with the aid of sophisticated diagnostic techniques.

RELATED OCCUPATIONS

Truck trailer repairer, truck coach mechanic, heavy equipment mechanic, farm equipment mechanic, motorcycle mechanic, forklift mechanic, fuel and electrical systems mechanic, alignment and brakes mechanic and transmission mechanic. All require additional training.

MOTORCYCLE MECHANIC

The motorcycle mechanic repairs and maintains motorcycles and motor scooters.

REQUIREMENTS

Grade 10 or equivalent. Age 16.

LENGTH OF PROGRAM

5,400 hours (about 3 years), including two in-school sessions of eight weeks each.

WAGES

Apprentices are paid a wage. These wages vary by trade; some may be established by regulation.

DUTIES AND SKILLS

Repairing and maintaining motorcycles and motor scooters.

RELATED OCCUPATIONS

Motor vehicle mechanic, heavy duty equipment mechanic, truck trailer repairer and small engine mechanic (all require additional training).

MOULD MAKER

Mould makers produce moulds, models and templates for the mass production of various products, including industrial fittings.

REQUIREMENTS

Grade 10 or equivalent, though increasingly, employers and unions require Grade 12 or higher. Age 16.

LENGTH OF PROGRAM

8,000 hours (about 4 years), including three in-school sessions of eight weeks each.

WAGES

Apprentices are paid a wage. These wages vary by trade; some may be established by regulation.

DUTIES AND SKILLS

Making, repairing and adjusting moulds, models and templates for the mass production of various products.

RELATED OCCUPATIONS

General machinist (additional training required); tool and die maker, pattern/model maker.

PAINTER AND DECORATOR

This skilled occupation has two branches: commercial and residential; and industrial.

REQUIREMENTS

Grade 10 or equivalent. Age 16.

LENGTH OF PROGRAM

5,400 hours (about 3 years), including one eight-week and two seven-week in-school sessions.

WAGES

Apprentices are paid a wage. These wages vary by trade; some may be established by regulation.

DUTIES AND SKILLS

Commercial/Residential — applying paint, wallpaper and many other materials to the interior and exterior surfaces of homes, stores and office buildings;

Industrial — painting factories, bridges, storage tanks and many other types of industrial structures.

PATTERN MAKER

Pattern makers make the initial models which are used to produce the moulds, forms and dies used to mass produce the components of virtually every manufactured product.

REQUIREMENTS

Grade 10 or equivalent, though increasingly, employers may require Grade 12. Age 16.

LENGTH OF PROGRAM

7,200 hours (about 4 years), including three in-school sessions of eight weeks each.

WAGES

Apprentices are paid a wage. These wages vary by trade; some may be established by regulation.

DUTIES AND SKILLS

Making the initial models for the moulds, forms and dies which are used to mass produce the components of virtually every manufactured product.

RELATED OCCUPATIONS

General machinist (additional training required), tool and die maker, mould maker, automatic machinist, automotive machinist.

PLASTERER

Plasterers apply plaster and stucco to the ceilings and interior and exterior walls of houses and buildings. They also tape gyproc and wallboard.

REQUIREMENTS

Grade 8 or equivalent. Age 16.

LENGTH OF PROGRAM

6,400 hours (about 3 1/2 years).

WAGES

Apprentices are paid a wage. These wages vary by trade; some may be established by regulation.

DUTIES AND SKILLS

Applying plaster and stucco to interior and exterior walls and ceilings; taping drywall panels.

RELATED OCCUPATIONS

Taper and plasterer.

PLUMBER

The plumber installs and maintains pipes and fittings for the flow of water and other fluids in all manner of domestic and industrial structures.

REQUIREMENTS

Grade 10 or equivalent, though increasingly, employers may require Grade 12. Age 16.

LENGTH OF PROGRAM

9,000 hours (about 4 1/2 years), including three in-school sessions of eight weeks each.

WAGES

Apprentices are paid a wage. These wages vary by trade; some may be established by regulation.

DUTIES AND SKILLS

Installing and maintaining pipes and fittings for the flow of water, gasses and other fluids in all manner of domestic and industrial structures.

RELATED OCCUPATIONS

Steamfitter; refrigeration and air-conditioning mechanic; sprinkler and fire protection installer. Additional training required.

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PRINTER

This occupation has three branches: printers (pre-press) make the printing plates; printers (press) print from the plates; printers (bindery) assemble the finished product.

REQUIREMENTS

Grade 10 or equivalent. Age 16.

LENGTH OF PROGRAM

Approximately four years, including three in-school sessions for printer (pre-press) and printer (press) and two in-school sessions for printer (bindery).

WAGES

Apprentices are paid a wage. These wages vary by trade; some may be established by regulation.

DUTIES AND SKILLS

Printer (pre-press) — preparing publications for printing, which is largely a matter of making the printing plates that the press printer puts on the press;

Printer (press) — operating a variety of printing presses, a job that involves mixing colors and strict quality control;

Printer (bindery) — folding, cutting and binding printed pages to produce the finished book, magazine or brochure. Book restoration and library repairs are also part of the job.

RADIO AND TELEVISION SERVICE TECHNICIAN

These are the people who install and service radios, televisions, VCRs and other domestic electronic equipment.

REQUIREMENTS

Grade 10 or equivalent. Age 16.

LENGTH OF PROGRAM

8,000 hours (about 4 years), including two in-school sessions of eighteen weeks each.

WAGES

Apprentices are paid a wage. These wages vary by trade; some may be established by regulation.

DUTIES AND SKILLS

Installing and servicing radios, televisions, VCRs and other domestic electronic equipment.

REFRIGERATION AND AIR-CONDITIONING MECHANIC

These are the people who install and repair large and small refrigeration and air-conditioning systems, compressors and piping in residential, commercial and industrial settings.

REQUIREMENTS

Grade 10 or equivalent, though increasingly, employers may require Grade 12. Age 16.

LENGTH OF PROGRAM

9,000 hours (about 4 1/2 years), including three in-school sessions of eight weeks each.

WAGES

Apprentices are paid a wage. These wages vary by trade; some may be established by regulation.

DUTIES AND SKILLS

The installation and repair of large and small refrigeration and air-conditioning systems, compressors and piping in residential, commercial and industrial settings.

RELATED OCCUPATIONS

Plumber, steamfitter, sprinkler and fire protection installer.

SHEET METAL WORKER

Sheet metal workers design, make, and install all forms of sheet metal work for heating, air conditioning, ventilation and exhaust systems.

REQUIREMENTS

Grade 10 or equivalent. Age 16.

LENGTH OF PROGRAM

9,000 hours (about 4 1/2 years), including three in-school sessions of eight weeks each.

WAGES

Apprentices are paid a wage. These wages vary by trade; some may be established by regulation.

DUTIES AND SKILLS

Designing, making and installing all forms of sheet metal work for industrial or construction sites.

RELATED OCCUPATIONS

Plate worker, shop boilermaker, industrial sheet metal fabricator.

SPRINKLER AND FIRE PROTECTION INSTALLER

Members of this occupation install wet, dry and chemical fire protection systems. The job calls for detailed knowledge of building codes, fire codes, piping and combustible materials.

REQUIREMENTS

Grade 10 or equivalent, though increasingly, employers may require Grade 12 or higher. Age 16.

LENGTH OF PROGRAM

7,200 hours (about 4 years), including three in-school sessions of eight weeks each.

WAGES

Apprentices are paid a wage. These wages vary by trade; some may be established by regulation.

DUTIES AND SKILLS

The installation and maintenance of high and low pressure piping to supply fire protection systems with water, foam, carbon dioxide and other materials in commercial, residential and industrial buildings.

RELATED OCCUPATIONS

Plumber; steamfitter. Additional training required.

STEAMFITTER

The steamfitter lays out, assembles, installs and maintains the piping for steam, hot water and other systems.

REQUIREMENTS

Grade 10 or equivalent, though increasingly, employers may require Grade 12. Age 16.

LENGTH OF PROGRAM

9,000 hours (about 4 1/2 years), including three in-school sessions of eight weeks each.

WAGES

Apprentices are paid a wage. These wages vary by trade; some may be established by regulation.

DUTIES AND SKILLS

Laying out, assembling, installing and maintaining the piping for steam, hot water and other systems.

RELATED OCCUPATIONS

Plumber; refrigeration and air-conditioning mechanic; sprinkler and fire protection installer. Additional training required.

TOOL AND DIE MAKER

The tool and die maker repairs and modifies dies, forms, cutting tools, gauges, jigs and fixtures for industry.

REQUIREMENTS

Grade 10 or equivalent, though increasingly, employers may require Grade 12. Age 16.

LENGTH OF PROGRAM

8,000 hours (about 4 years), including three in-school sessions of eight weeks each.

WAGES

Apprentices are paid a wage. These wages vary by trade; some may be established by regulation.

DUTIES AND SKILLS

Making, repairing and modifying dies, forms, cutting tools, gauges, jigs and fixtures for industry.

RELATED OCCUPATIONS

General machinist (additional training required), mould maker, pattern/model-maker.

TRANSMISSION MECHANIC

The people in this occupation repair manual and automatic transmissions, clutches and drive shafts in automobiles, buses, trucks and other motor vehicles.

REQUIREMENTS

Grade 10, though increasingly, employers may require Grade 12. Age 16

LENGTH OF PROGRAM

5,400 hours (about 3 years), including two in-school sessions of eight weeks each.

WAGES

Apprentices are paid a wage. These wages vary by trade; some may be established by regulation.

DUTIES AND SKILLS

The repair of manual and automatic transmissions, clutches and drive shafts in motor vehicles.

RELATED OCCUPATIONS

Motor vehicles mechanic. Additional training required.

TRUCK-TRAILER REPAIRER

The people in this occupation repair and maintain truck-trailers, including brake, refrigeration and coupling systems.

REQUIREMENTS

Grade 10 or equivalent. Age 16.

LENGTH OF PROGRAM

5,400 hours (about 3 years), including two in-school sessions of eight weeks each.

WAGES

Apprentices are paid a wage. These wages vary by trade; some may be established by regulation.

DUTIES AND SKILLS

Repairing and maintaining truck-trailers, including brake, refrigeration and coupling systems.

RELATED OCCUPATIONS

Motor vehicle mechanic (truck coach mechanic); refrigeration and air-conditioning mechanic. The last two require additional training.

APPRENTICESHIP AND CLIENT SERVICES OFFICES

For more information,
please contact the office nearest you.

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